



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: JOM Tutor Coordinator

OPEN: July 19, 2018

CLOSES: July 27, 2018

EXEMPT: No

JOB CODE:

SALARY GRADE: (6) \$16.50 - \$18.48

DIVISION: Education

SHIFT: Day

DEPARTMENT: Education

LOCATION: Education Department

SUPERVISOR: J.O.M. Director

DURATION: Regular Part Time (21–32 Hrs Wk)

VACANCIES: 1

JOB SUMMARY: Under the supervision of the JOM Manager this position will be responsible for supervision and interacting with the tutored student's ages K-8th grade. TC will collaborate with both tribal and Ferndale schools to recruit native students for the tutoring program. TC will also hire and supervise youth tutors to assist with the tutoring program. The scope of this position is two-fold. The first is to advocate in the schools for the needs of Indian students and their families and the second is to encourage parents to become more involved in their child's education.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

- Prepare for daily activities
- Plan and implement lessons as needed by the students
- Be Responsible for maintaining safety and order among youth at all times
- Supervise, teach, interact, guide, assist and observe youth during all aspect of the tutoring schedule.
- Collaborate with teachers on students progress
- Monitor students daily attendance
- Communicate with parents through conferences and other means to discuss students progress and interpret the school program.
- Participate in the various family and youth activities during day and or evenings.
- Have the ability, to effectively communicate with parents, and Public/Tribal School Staff in verifying eligibility of Native Students.
- Assist school principals, teachers, and parents in identifying and meeting the needs of eligible Indian Students.
- Recruit Native students for tutoring using criteria as developed by the JOM Program.
- Supervise and direct the tutoring of students in grades 3-12 on a daily basis.
- Plan parent/child activities, at least two times a school year, such as: Tutoring parties and year end awards party.
- Collaborate with the classroom teaching staffs and individual tutors to determine individual progress of students, through personal contact, phone, letters or e-mail.
- To provide and distribute daily snacks for the tutoring students at the various sites.
- To direct and supervise snacks for after school tutoring students at the various sites.
- To procure the needed instructional materials and equipment needed at the various after school instructional sites, maintain an up to date, accurate record of the whereabouts of all JOM equipment.

- Provide school supplies for eligible students.
- Maintain a daily log of contacts and activities.
- Keep parents of parent/child activities at FSD & LNS through mailings, telephone calls, e-mail or home visits.
- To keep abreast and current in Indian Education issues by attending relevant in-service training, National Education Conferences, explore up to date issues on all Indian Education Programs through the internet and workshops.
- To keep current in Indian Education issues by attending Lummi Nation Public Hearings and General Council meetings pertaining to Indian Education.
- Supervising staff to carry out the program goals.
- All other duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- Must have a BA in Education or related field
- Valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES & SKILLS:

- Be respectful and sensitive to the community values and culture of the Lummi community.
- Knowledge and experience in working with various teaching/learning/tutoring technique and approaches.
- Two years of experience in similar work with Tribal or Indian Education programs.
- Ability to inform, involves, and collaborates with parents and families to build strong school partnerships in the educational process.
- Establish and maintain open effective communication and good rapport with students, parents and school personnel.
- Experience in, planning, scheduling and coordinating activities.
- Must have experience in Excel, Word, Power Point, Access, Publisher, e-mail and Internet searching
- Ability to, keep and maintain CONFIDENTIALITY.
- Must be very reliable and demonstrate good working habits and ability.

REQUIREMENTS:

- Must be able to work independently.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol Finger Printing Check.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check: CAMIS and Federal Finger Printing Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.